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ABSTRACT

This report provides detailed product descriptions of 45 software programs designed to teach or improve the keyboarding skills of elementary school students that were identified by the MicroSIFT (Microcomputer Information and Software for Teachers) staff. The descriptions include program titles, producer names, costs, grade levels, hardware, software content and structure (publisher's description), and in some cases, management applications. The programs described are listed in alphabetical order: Accutouch II; Alphabetic Keyboarding; Dungeon Doom Typing Game; First Encounter; Friendly Computer; Ima Typer; Junior Typer; Keyboard; Keyboard Cadet; Keyboard Command; Keyboard Master; Keyboard Now! & Practice Now!; Keyboarding; Keyboarding for Information Processing; Keyboarding Master; Keyboarding Plus; Keyboarding Primer; Key-Words; Kids on Keys; KRS: Keyboarding/Reading/Spelling Program; Letter Man; Letterfall; MacType; MasterType; MicroType, the Wonderfuld World of Paws; Personalized Typing; Stickybear Typing; Success with Typing; TNT--Typing for New Typists; Touch Typing; Type!; Type to Learn: A New Approach to Keyboarding; Type-Right; Typing; Typing Is a Ball, Charlie Brown; Typing Keys to Computer Ease; Typing Professor; Typing Strategy; Typing Teacher; Typing Teacher II; Typing Tutor & Word Invaders; Typing Tutor III; Typing Well; Warrior Words; and WizType. A list of producer contact information concludes this report. (DJR)

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Elementary Keyboarding Software Product Reports

microSIFT

September 1986

Technology Program

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TITLE: AccuTouch

PRODUCER: Keyboard Productivity, Inc.

COST: 169.00

GRADE LEVEL: 5-college

HARDWARE: Apple IIe (Applesoft, DOS 3.3), IBM PC (64K), Wang PC

CONTENT AND STRUCTURE: Contains one disk, and a User's Manual. The disk contains exercises, reviews, and reinforcements to ensure mastery. The producer maintains that a child or adult can become keyboard literate in 5-10 hours (one hour per day) by using this program. The disks include: a user's introduction to keyboarding, alphabet construction and reviews, top line numerics and reviews, and 10-key or cluster numeric construction reviews. Both top-line and cluster numerics are included because they are widely used with computers. (Publisher's Description)

MANAGEMENT: Progress chart is included in the User's Guide.

TITLE: Alphabetic Keyboarding

PRODUCER: South-Western Publishing

COST: 89.50

GRADE LEVEL: 4-12

HARDWARE: Apple II+(with shift-key adapter)/IIe/IIc; IBM PC/PCjr, Tandy 1000 (256K minimum, DOS 2.11), and TRS-80 Models III/4 (48K). Color monitor recommended.

CONTENT AND STRUCTURE: Contains two disks consisting of eighteen 25-minute lessons. The lessons present and provide practice for all letter keys and the most frequently used punctuation keys. All instructions, technique graphics, and practice copy appear on the screen to guide student learning. A variety of skill-building drills and feedback tactics are used to assure maximum learning and skill growth. (Publisher's Description)

TITLE: Dungeon Doom Typing Game

PRODUCER: Gamco Industries

COST: 39.95

GRADE LEVEL: 5-12

HARDWARE: 48K Apple II+/IIe/IIc (48K) (Applesoft, DOS 3.3); Commodore 64 (BASIC); TRS-80 (BASIC, TRSDOS) (black and white monitor).

Dungeon Doom Typing Game (continued)

PRODUCER POLICIES: $15 backup; 30-day free preview. Toll free number provided (800/351-1404).

DOCUMENTATION: In program: goal and student's instructions. In supplementary materials: program operating instructions, student's instructions, and teacher's instructions.

CONTENT AND STRUCTURE: One disk and a seven-page pamphlet explaining getting started, teacher management, and how to play the game. This is an arcade game-style drill and practice program in which the student may choose from five keyboard areas to practice typing words. It also serves as a spelling drill, as actual words are typed. The student sets a speed (from one to 120 WPM), and then tries to type one of two given words accurately and quickly before the dungeon caves in on a woman. When a game is ended, a screen shows the game score, if goal was achieved, WPM goal, number of seconds used, and average WPM. The sound can not be turned off. To play another game, all instructions are repeated.

MANAGEMENT: Two hundred files may be stored at one time which includes lesson completed, WPM goal, number of words typed correctly, and number of seconds used. Student files may be seen in one list, or a specific student's file may be viewed; either of these files may be printed.

EVALUATION:

1. Highly recommended as the best practice typing program for the TRS-80. Allows students to get significant typing pratice in a five minute block. Teaching and Computers. May 1986, p. 56.

2. Rated 2 out of 5 (high). Microcomputer Courseware Evaluation. Lane (Oregon) Education Service District, May 6, 1986.

TITLE: First Encounters

PRODUCER: Educational Activities Inc.

COST: 98.00

GRADE LEVEL: K-6

HARDWARE: Apple II+/IIe/IIc (48K).

PRODUCER POLICIES: Network version available; copy protected.

DOCUMENTATION: The manual has a scope and sequence chart, step-by-step instructions for all games, reproducible activity masters, answers to worksheets, and hints for classroom management.

First Encounters (continued)

CONTENT AND STRUCTURE: Contains one disk, one back-up, four card games, five keyboard charts, one trifold lesson board, and manual. One of the card games deals with keyboard skills. This is a complete semester's introduction to computers. Computer activites and classroom activities focus on operating the computer, utilizing computer language, typing on the keyboard, responding to questions and writing programs. Children learn to use logic and problem-solving techniques to develop simple programs. The charts and worksheets help students learn and practice keyboard skills away from the computer; while worksheets reinforce them. The two program disks check understanding of computer terms and evaluate comprehension of concepts. The activities are self-paced, exploratory, success-oriented, and playful. Off-computer activities and worksheets keep students actively involved even when they do not have access to a computer. (Producer's Description)

MANAGEMENT: None stated.

TITLE: Friendly Computer, The

PRODUCER: Minnesota Educational Computer Corporation

COST: 49.00

GRADE LEVEL: P-3

HARDWARE: Apple II+/IIe/IIc (Applesoft, DOS 3.3); IBM (128K); Commodore 64/128

CONTENT AND STRUCTURE: Five programs introduce young students to the major parts of a computer system, and the use of the keyboard. Children enjoy playing a game with MECC's popular "Zebug" character as they practice locating keys. Students also learn to create computer drawings that can be saved, and later displayed or printed. (Publisher's Description)

TITLE: Ima Typer

PRODUCER: Advanced Learning Systems

COST: 69.95

GRADE LEVEL: 2-12

HARDWARE: Apple II+/IIe/IIc (48K) (Applesoft, DOS 3.3); IBM. Single disk drive (for student) and a double disk drive (for teacher's utilities).

Ima Typer (continued)

PRODUCER POLICIES: 30-day unconditional guarantee. Additional student disks ($15); licensing right to copy student disks ($10). No-peek keyboard shields may be purchased ($12.95).

DOCUMENTATION: In program: student's instructions. In supplementary materials: lesson plan ideas, teacher's instructions, teaching ideas, and reproducible keychart. (Also available for purchase is the IMA TYPER VIDEO MANUAL for teachers which explains the program.)

PREREQUISITES: None

CONTENT AND STRUCTURE: Contains one Student Disk, one Teacher Utility Disk (both with back-ups), and a 33-page comprehensive User's Guide. This black and white program is designed to teach the touch system of keyboarding in 28 self-paced lessons. There are three learning methods that the teacher may assign a student: Guided Keyboard Only (errors marked with an optional beep, and the computer waits until the correct key is pressed); Unguided Keyboard Only (any key may be input; at the end of the lesson, speed and accuracy are evaluated); Alternating Control of Keyboard (alternates between guided and unguided keyboards). The student must be assigned a Student Disk before he or she may begin. Whenever the student uses the program, he or she is automatically put in the next lesson. Each lesson begins with a review of the previous lesson, and if a student passes a review, he or she may begin the current lesson. At the end of a drill, feedback is immediate. Words per minute (WPM), speed and score are shown, as well as a duplication of the line typed correctly juxtaposed with the student's own typing. Upon completion of the lesson, the student may practice it again, begin the next lesson, or end. Three learning methods are built in, and the program accommodates either Qwerty or Dvorak keyboards. The sound may be turned off. An English as a Second Language (ESL) version is also available.

MANAGEMENT: The Teacher's Disk allows the teacher to enroll up to 58 individual students. Individual student or class records list current and previous lessons, minimum and previous WPM, last accuracy, and no-pass attempts. The teacher may author up to five lessons or print a hard copy of any lesson.

TITLE: Junior Typer

PRODUCER: Aquarius People Materials, Inc.

COST: 45.00

GRADE LEVEL: 1-6

HARDWARE: Apple IIe/IIc (Applesoft, DOS 3.3); TRS-80 Model III (32K) (TRSDOS); TRS-80 color computer(32K) (OS). Color monitor recommended.

Junior Typer (continued)

CONTENT AND STRUCTURE: Two disks and backups. This touch type program is designed specifically for the elementary student. Students learn touch typing, basic keyboard awareness, correct fingering, accuracy and speed. The program contains letter combinations, numbers, word and phrase conbinations, sentences, and a diagnostic section. Innovative graphics show correct fingering for each letter. Students practice typing drills that use colorful graphic rewards to make developing accuracy and speed both challenging and fun. The menu-driven design enables students to practice individual skills. (Publisher's Description)

MANAGEMENT: Students' progress is tested and the results recorded in a management system.

EVALUATION:

1. Recommended only with changes. Students can easily out-type the program which then causes errors. No word drills and limited scope. Evaluations: Microware. Provincial Educational Media Centre, v.4, n.5, January 1986.

2. Evaluated as "fair." User sometimes goes faster than program and must wait for it to catch up. There is some confusion as to what is to be done. Microcomputer Courseware Evaluation. Lane (Oregon) Education Service District, December 17, 1984.

TITLE: Keyboard

PRODUCER: B5 Software Co.

COST: 26.95

GRADE LEVEL: 1-8

HARDWARE: TRS-80 Color Computer (32K) (Ext. BASIC, Color disk OS).

PRODUCER POLICIES: Network version available; not copy protected.

DOCUMENTATION: In supplementary materials: operating instructions and lesson summaries.

PREREQUISITES: Program written to help children locate keys quickly and not intended to teach proper typing techniques.

CONTENT AND STRUCTURE: Contains one disk and a 12-page User's Guide. In the guide, correct fingering and posture is described. The program has four presentations including: ABC Key Location Practice, All Keys Location Practice, Finger Drills, and Data File Drills. Most practices show a keyboard. As the student types, the letter shows on the keyboard. Sound beeps when a mistake is make; errors are underlined.

Keyboard (continued)

Scores are shown at the end of each lesson. This program will not accept a wrong answer. Data File Disks may be authored or some other B5 program may be used. Visual awards are also presented.

MANAGEMENT: None.

TITLE: Keyboard Cadet

PRODUCER: Mindscape

COST: 39.95

GRADE LEVEL: 2-12

HARDWARE: Apple IIe/IIc (64K); IBM PC/PCjr; Commodore 64/128/Amiga; Tandy 1000. Color monitor recommended.

PRODUCER POLICIES: 60-day limited warranty. School version includes back-up disks (except Amiga). Replacement of damaged disks $10.

CONTENT AND STRUCTURE: Contains a program disk, a backup, and a 16-page Teacher's Manual which includes a keyboard chart for Qwerty and Dvorak keyboards. This program teaches and reinforces basic keyboarding skills. Features include correct finger positions always on screen, 3-D graphics, and the option to use a Dvorak keyboard. Student determines the speed of this game format program. Program emphasizes keyboard accuracy and speed, as well as computer literacy. There are 15 lessons in the structured curriculum which move from letter, to word, to sentence, and finally paragraph typing. The student, at the helm of a spaceship, makes letters explode by typing them before they disappear. For most lessons, the keyboard and finger guides are on the screen (appearing to be the control panel of the spaceship) which teach proper reaches and techniques. Sound may be turned off at the beginning of the program.

MANAGEMENT: In the "Cadet Training" mode, the program saves scores for up to 100 students.

EVALUATION:

1. Recommended for purchase. The space game format adds interest and provides a high level of motivation. Students with varying abilities may use the program although it is most appropriate for students in grades 4-6. Evaluations: Microware. Provincial Educational Media Centre, v.4, n.5, January 1986.

2. Favorable review. This title's fine graphics, game atmosphere and the choice of keyboards make it an excellent tool. Booklist. V. 82, n. 7, December 1985, p. 588.

TITLE: Keyboard Command

PRODUCER: Trillium Press

COST: 29.95

GRADE LEVEL: 3-12

HARDWARE: Commodore; color monitor preferable.

PRODUCER POLICIES: None stated.

DOCUMENTATION: In program: student's instructions. In supplementary materials: operating instructions, student's instructions.

PREREQUISITES: None stated. Knowledge of proper fingering would make this program most beneficial.

CONTENT AND STRUCTURE: Contains one disk and a 13-page User's Guide. This program contains three games designed to improve typing skills. "Alphazap" is an action game of sixteen levels of difficulty. If a student has played the game before, the student's previous scores are shown. Letters float from the top of the screen and must be typed before a cartoon figure gets home. The student scores points by typing a letter correctly. The higher the level, the wider the range of keys. The first two levels use letter groups on the home keys. At the end of each game, the student may play again at the same level, or play at another level. When the student wishes to stop, there is a final menu with four options: See the Score Totals, See Complete Scores, Save the Scores, or Rerun the Program. "Link the Letters," with eight levels of difficulty, challenges the student to find and type words hidden in a pattern of 25 large letters on the screen. The student scores for each word he or she finds and types correctly. A clock is shown on the screen. This clock stops while the student types each letter, and while the program flashes letters in a word. The secret words hidden in each level of the game are printed in the User's Guide. "Keyboard Pacer," another game with eight levels of difficulty, challenges the student to find and type letters that flash in a keyboard pattern on the screen. The student must type each letter while it is black. Points are deducted if a student takes too long. Positive and negative "beeps" accompany any stroke of a key, depending if the key is typed correctly or not. An additional program, "Erase," erases scores that accumulate from playing a series of games.

MANAGEMENT: Up to 40 scores may be listed. Students are responsible for saving their own scores.

TITLE: Keyboard Master

PRODUCER: Power Up!

COST: 49.95

GRADE LEVEL: 4-12 (est)

Keyboard Master (continued)

HARDWARE: IBM PC (DOS).

PRODUCER POLICIES: One year warranty; backup copy $5; 30-day trial period.

DOCUMENTATION: In program: student's instructions, various help screens. In supplementary materials: how to run the program.

PREREQUISITES: None stated. Knowledge of fingering would be helpful.

CONTENT AND STRUCTURE: Contains one disk. This program works at a student's predefined speed or degree of expertise. The detailed instructions found in the optional introduction on the program may be printed. The student is told whether the drill will work on alternating speed or accuracy. If a student makes mistakes on certain keys, the program concentrates on those keys, adjusting lessons to emphasize keys sequences. After each drill, speed, accuracy, record high, and brief verbal "rewards" are given. The program keeps a record of WPM, the highest of the session, best and average speed, and accuracy, number of words missed, and lessons completed. Graphics show a keyboard and finger positioning. This makes the screen a bit cluttered, but the correct finger positioning is always there for reference. Finger prompts at the bottom of each screen disappear over 50 WPM, but come back at 30 WPM. After about 20 minutes, the program suggests the student take a break. Uses the Qwerty or Dvorak keyboard and includes a small program to convert your system to use Dvorak with other software. This is put in memory, and is lost when the computer is turned off.

MANAGEMENT: Keeps records of a maximum of 10 users.

TITLE: Keyboard Now! and Practice Now!

PRODUCER: Daggett Computer Services

COST: 75.00

GRADE LEVEL: 1-12

HARDWARE: Apple II+/IIe; Commodore 64; IBM PC or PCjr.

PRODUCER POLICIES: Additional copies of school disks may be made. Corvus version available.

DOCUMENTATION: In program: student's instructions. In supplementary materials: teacher instructions for various grade levels and computer situations, pretyping lessons, rationale, instructional objectives, keyboarding lessons, class set of picture cards, reproducible forms, and support materials.

Keyboard Now! and Practice Now! (continued)

CONTENT AND STRUCTURE: Contains three disks, and an extremely comprehensive 117-page User's Guide. The eight units consist of 27 lessons, and use a series of prekeyboarding exercises, before proceeding to drills on the computer. In the User's Guide, each unit begins with the purpose, objective, materials, and setting; also included are suggestions (such as using helpers), places to practice prekeyboarding skills (including paper keyboards), potential problem areas, and a proposed monolog to use with students. At any time on the computer, the student may escape, quit, or see his or her scores. Keyboard fingering is not demonstrated on the program. The program calls for approximately one hour of teacher instruction time; the student will spend two to four hours of computer time to complete the program. This program may be adapted to most any grade level, also recommended for the physically handicapped.

MANAGEMENT: On the Teachers' Utility disk, students are added to use the program; their scores and lesson may be kept. A review of a specific student or all students may be viewed or printed.

TITLE: Keyboarding

PRODUCER: Educational Activities, Inc.

COST: 149.00

GRADE LEVEL: 6-12

HARDWARE: Apple (48K); TRS-80 models III & IV; PET (16K); Commodore 64 (64K).

PRODUCER POLICIES: Free 30-day preview; hotline number provided (800/645-3739).

CONTENT AND STRUCTURE: Contains four disks with backups, management, documentation, and one color coded Keyboard Chart. A series of 20 lessons presents a systematic and progressive method to learning the keyboard. The system uses an alphabetical approach which has proven especially beneficial with slow or disadvantaged students. Errors are indicated for each exercise and review lessons are completed after each group of skills. Frequent mistakes send the user back to an appropriate skill drill. Speed-building exercises are automatically timed. (Publisher's Description)

MANAGEMENT: A management system keeps track of each user's progress. The skills in each lesson must be mastered before the next lesson is attempted.

TITLE: Keyboarding for Information Processing

PRODUCER: Control Data

COST: 39.95

GRADE LEVEL: 3-12

HARDWARE: Apple II+/IIe (Applesoft, DOS 3.3).

DOCUMENTATION: In program: student's instructions, instructional objectives, teacher's information. In supplementary materials: instructional objectives, sample program output, teacher's information, student's information.

PREREQUISITES: None stated. Entry knowledge of keyboarding necessary.

CONTENT AND STRUCTURE: Contains one disk and a 90-page stand-alone text. The only operating instructions are found on the program, as there is no User's Guide. Keyboard speed and accuracy are gained by practicing alphabet, numbers, and symbols. The game format program contains two parts: Location Game and Practice. Location Game, which practices finding specific keys, shows a keyboard and an elaborate point counter. The second feature, Practice, allows the student to practice keyboard drills from a stand-alone text. Progress checks are available if the student wishes. There is no way to change rate of speed, and the sound can not be turned off. The screen seems a bit cluttered, as there is lots of type.

MANAGEMENT: None.

EVALUATION:

1. Highly recommended. The package provides drill and practice in a game format. It is fun! Good for all ages. MicroSIFT Courseware Evaluation. Northwest Regional Educational Laboratory, June, 1984.

TITLE: Keyboarding Master

PRODUCER: Minnesota Educational Computer Corporation

COST: 59.00

GRADE LEVEL: 5-9

HARDWARE: Apple II+/IIe/IIc (48K) (Applesoft, DOS 3.3). Printer optional.

PRODUCER POLICIES: MECC members may obtain additional copies; nonmembers may purchase additional disks at a reduced price.

Keyboarding Master (continued)

DOCUMENTATION: In program: student instructions. In supplementary materials: instructional objectives, teaching ideas, program previews, and a chart.

PREREQUISITES: Some knowledge of keyboarding.

CONTENT AND STRUCTURE: Contains two student disks (with back-ups), a teacher utilities disk, and a 101-page User's Guide. This program is designed to be used after students have completed MECC "Keyboarding Primer" which teaches typing techniques. After using this program, a student should be able to type a minimum of twenty gross words per minute (GWPM), with no more than three uncorrected errors per minute. In "Games and Drills," there are two keyboarding drills practicing keying sentences or paragraphs; and two games, one for speed and one for accuracy. Computes GWPM and displays a bar graph. A visual Certificate of Achievement award is presented when a student's GWPM score improves over a multiple of ten. When students have met their speed goals four times, the emphasis shifts to accuracy. The "Paragraph Practice" disk is for creating your own lessons of up to four screens long. When using the practice disk, the GWPM is calculated, but no student records are kept. Lessons may be printed, and the student may escape at any time.

MANAGEMENT: On the "Games and Drills" Teacher Utilities disk, three classes of up to 48 students each may be managed. The teacher may keep track of student progress, manage student records, and create practice routines. A class file may be printed.

EVALUATION:

1. Rating: "good." Motivational way to improve keyboarding. Provides flexibility in allowing teacher alteration. Provides practice in typing paragraphs, aiming for speed and for accuracy. Computer Software Reviews. Hawaii Department of Education, March 1986.

TITLE: Keyboarding Plus

PRODUCER: Merit Audio Visual

COST: 49.95

GRADE LEVEL: 4-12

HARDWARE: Apple II+/IIe (Applesoft, DOS 3.3); TRS-80; Commodore 64; IBM PC.

PRODUCER POLICIES: Free replacement within 90 days; $10 backup disks. One-location lab packs are available.

DOCUMENTATION: In supplementary materials: stated grade level, goal, text of each lesson, training suggestions.

Keyboarding Plus (continued)

CONTENT AND STRUCTURE: Contains one disk and an eight-page pamphlet. Diagnoses problem areas and gives a remedy. There is an option if the keyboard only has upper case. Part I practices keyboard familiarity and fingering by presenting a few keys, and then the student drills using the correct fingers. Part II contains speed and accuracy drills. Graphic rewards occur in both parts. When the student chooses a new lesson, a review is given. If the student doesn't pass, he or she has three options: repeat the test, view a tutorial on keys missed, or go back to the last lesson. Although the program is in black and white and there is no sound, the screens are uncluttered and easy to use.

MANAGEMENT: Will keep records for 42 students including lessons passed, the number of drills, and WPM scores.

EVALUATION:

1. Unfavorable evaluation results. Computer Courseware Evaluations, Curriculum, 1/83 to 5/85. Alberta Education.

TITLE: Keyboarding Primer

PRODUCER: Minnesota Educational Computer Corporation

COST: 59.00

GRADE LEVEL: 4-9

HARDWARE: Apple IIe/IIc (48K) (Applesoft, DOS 3.3). Printer optional.

PRODUCER POLICIES: MECC members may obtain additional copies; nonmembers may purchase additional disks at a reduced price.

DOCUMENTATION: In supplementary materials: instructional objectives, background information, program preview, teacher's instructions and ideas, and a reproducible lesson track sheet.

CONTENT AND STRUCTURE: Contains a program disk, a teacher's utilities disk, and a 50-page User's Guide. "The Primer," with a grade 3 reading level, is designed to teach typing techniques; a second program, "Keyboarding Master" (not included) is designed to follow and teaches speed and accuracy. In the optional student's instructions on the Primer program, hand placement and how to use the function and programming keys are shown. Eighteen black and white lessons including special function and programming keys, are outlined in the User's Guide. Each lesson contains four parts: preview, introduction to stroking new keys, practice exercises on text materials, and a speed check. Upon completion, the WPM is given. At the end of each lesson, students should be able to type a thirty-space line containing the introduced characters with no more than three uncorrected errors. There is no sound.

Keyboarding Primer (continued)

MANAGEMENT: The teacher utilities disk may track the progress of three classes of up to 48 students each. A class roster, profile, or an individual student record (including an average score graph) may be viewed or printed.

EVALUATION:

1. Rating: "good." Gives immediate feedback on typing speed; catches more than three mistakes per line. Systematic instruciton in use of keys. Lack of graphics, sounds or rewards reduces motivation for some students. May be better used in intermediate school. Computer Software Reviews. Hawaii Department of Education, March 1986.

TITLE: Key-Words

PRODUCER: Humanities Software

COST: 49.00

GRADE LEVEL: 4-7

HARDWARE: Apple II series (64K). Color monitor preferable.

PRODUCER POLICIES: A Classroom Pack (for 180 students) is available, as well as a license agreement.

CONTENT AND STRUCTURE: Contains a student disk (provides for 12 students), backup, Student Keyboard Guide, and Teacher's Guide. There are three separately purchased versions of this program: beginning (for grades 4-7), intermediate (for grades 7-12), and special education. This program is designed to be used by the language arts teacher who incorporates word processing in the curriculum. Students begin to touch type with two- and three-letter, single-syllable words which repeat in rhythmic patterns and evolve into poems. Keyboard knowledge expands as they move from basic chant to simple sentence patterns to more complex forms. Accuracy and speed building activities are provided separately; students first develop accuracy. Practice material reinforces the learning of phonics, spelling, vocabulary, creative writing forms, and word processing editing functions. Colorful graphics. (Publisher's Description)

MANAGEMENT: The management system paces each student and keeps track of his or her progress for teacher review. Teacher options allow for customizing programs to match student needs. The program will manage two students sharing one computer during one practice period.

TITLE: Kids on Keys

PRODUCER: Spinnaker

COST: 29.00

GRADE LEVEL: Pre K-3

HARDWARE: TRS-80; Atari; Commodore 64. Color monitor preferable.

DOCUMENTATION: In supplementary materials: student's instructions, program description.

PREREQUISITES: None stated. Students with knowledge of correct finger positions would benefit from these games; without finger positions, hunt and peck would be reinforced.

CONTENT AND STRUCTURE: Contains one disk and a five-page User's Guide. This program combines letters, numbers, words, and typing in three games. No keyboards or correct finger positions are shown on screen. In Game 1, letters and numbers float down the screen, followed by a balloon with a word in it. Levels 1 and 2 use three-letter words, levels 3 and 4 use four-letter words. The student must find the matching keys and then type in the correct word quickly, before the images disappear. In Games 2 and 3, the student has three chances to type the correct word. Game 2 has the student type in the word that matches the colorful picture moving down the screen. And in Game 3, children choose the number that correctly identifies the picture they see. Option key may be used to create words and pictures for Games 2 and 3. Bonus rounds, bright colors, and music may add to student interest. Students may choose the level and the game they wish to play.

MANAGEMENT: None.

EVALUATION:

1. Recommended. Only one portion of the program would be appropriate for nonreaders. A worthwhile activity for keyboard recognition. The Yellow Book of Computer Products for Education. NEA Education Computer Service, v.1, Spring 1984.

2. Recommended. The first principles of word processing are introduced; mistakes are OK to make and easy to correct; erasing and rewriting aren't a hassle; you can work at your own pace. Whole Earth Review, n.4, January 1985, p. 95.

3. Highly recommended. An entertaining and imaginative program. Pre-schoolers will need some adult assistance. We rate it a significant learning tool and an excellent value for the money. Creative Computing, v.10, n.10, October 1984, p. 53

TITLE: KRS: Keyboarding/Reading/Spelling Program

PRODUCER: Instructional/Communications Technology, Inc.

COST: 180.00

GRADE LEVEL: 1-12

HARDWARE: Apple IIe/IIc (48K).

PRODUCER POLICIES: 90 day warranty; backup sets half price.

DOCUMENTATION: In supplementary materials: lesson plans, student's instructions, scope and sequence, and reproducible student charts.

CONTENT AND STRUCTURE: This program consists of four disks, a comprehensive 109-page User's Guide, and a set of practice reading sheets. This program is designed to develop keyboard skills as well as reading/spelling skills for students reading 1-3; and above level 3 to develop keyboard skills. This drill and practice format program intends for the teacher to be an integral part of the program, initiating all instruction. The teacher, for example, introduces vocabulary, times and dictates tests. Each of the ten units includes sixteen activities (hand position, lesson, paced reading, visual memory, visual recall, mastery tests, and a practice reading). They are divided into two parts: Keyboarding, and Reading/Spelling for beginning reading students. In addition, there are 13 lessons for keyboarding numbers and symbols. At the bottom of the activity screens, a number of record keeping statistics are included: correct and incorrect strokes, percent, and speed score. Four function keys include putting a program on "hold" so that the teacher may instruct.

MANAGEMENT: None.

TITLE: Letter Man

PRODUCER: Behavioral Engineering

COST: 34.95

GRADE LEVEL: 5-12

HARDWARE: Apple II/II+/IIe/IIc (48K) (Applesoft, DOS 3.3); IBM PC (64K) (DOS 1.1); Commodore 64/128 (64K).

PRODUCER POLICIES: Replacement free upon initial receipt, otherwise $7.00.

DOCUMENTATION: In program: student's instructions. In supplementary materials: teacher's information, instructional objectives, resource reference information.

Letter Man (continued)

PREREQUISITES: Students should type a minimum of 10 words per minute.

CONTENT AND STRUCTURE: Contains one disk and a six-page User's Guide. This is a game, based on "Pac Man," in which you avoid being eaten by moving around a maze by typing letters. The student sets the words-per-minute, and may also choose to see a display of hands which show the proper finger positions. A scoreboard remains on screen as the student plays. This program could adequately improve both speed and acuuracy. Mazes may also be authored. The game is in color; but there is a high contrast graphics option if you are using a black and white monitor. The characters are difficult to read in the mazes. The sound may not be turned off.

MANAGEMENT: None.

EVALUATION:

1. Recommended with reservation. Suggests retargeting program only for students familiar with keystroking and increase the size of the maze graphic to eliminate the fuzziness of the moving characters. Micro-Courseware Pro/file and Evaluation. EPIE and Consumers Union, EPIE Institute, 1983.

2. Recommended only if certain changes were made. The chartacters are difficult to read. Instructions for operating and playing the game were insufficient both on the disk and in the supplemental material. MicroSIFT Courseware Evaluation. Northwest Regional Educational Laboratory, August 1984.

TITLE: Letterfall

PRODUCER: Frank Harris

COST: 25.00

GRADE LEVEL: 2-12

HARDWARE: Apple IIc/IIe; IBM PC/XT/PCjr or compatible (192K) (2.0 DOS or above).

PRODUCER POLICIES: Not copy protected.

DOCUMENTATION: In program: student's instructions. In supplementary materials: program description.

PREREQUISITES: None stated. Students should know their fingering for maximum use.

Letterfall (continued)

CONTENT AND STRUCTURE: Contains a disk and a one-page description. There are twenty drills (letters and words fall from the top of the screen in a game format) with three options (beginner, intermediate, and advanced). Points are awarded in each drill. Posture and finger placement are shown on the screen. When a mistake is made, words flash and there is a beeping sound. At the top level, the student may choose between nine three-minute typing tests, each of which has a different topic. Upon completion, WPM and the student's top 10 scores are recorded.

MANAGEMENT: None.

TITLE: MacType

PRODUCER: Palantir Software

COST: 49.95

GRADE LEVEL: 4-12

HARDWARE: MacIntosh

CONTENT AND STRUCTURE: Contains one disk, a 14-page User's Guide, and a set of gummed blank key cap labels. The program is divided in three phases, each of which offers an optional introduction. The first phase is "Learning the Keys," in which a row of about 10 keys are typed. In the second, "Standard Training Cycle," performance goals are set by the program. If the goals are met, the student proceeds to the test for that level. If the test is failed, the student repeats the cycle of the review, drill, and test until he or she passes it. "Post-Graduate Work" is the third phase which features six preset tests at up to 60 words per minute (WPM) at 99% accuracy. If a student passes a test, he or she passes to the next level. When the final test is passed, the program will repeat the standard training cycle, incrementing the WPM by 5 each time with 99% accuracy for all levels. If a student has some keyboarding experience, he or she may bypass the Learn-Key phase. The student takes a test from the Practice menu first. Even if he or she fails, the program then skips over the keys the student knows well. Certificates of Achievement may be awarded on screen, or printed after each level of accomplishment. The Warmup Window allows the student to play with any of the MacType tools without affecting his or her current statistics. Also includes a metronome feature.

MANAGEMENT: Any student's file, showing drill scores, may be examined.

TITLE: MasterType

PRODUCER: Scarborough Systems/Mindscape, Inc.

COST: 49.95

GRADE LEVEL: 2-12

HARDWARE: Apple II/II+/IIe (Applesoft, DOS 3.3) MacIntosh, Lisa; IBM PC (64K); Atari 400/800/1200 (32K); Commodore 64/128/Amiga.

PRODUCER POLICIES: 60-day limited warranty; $10 replacement cost. School version includes backup disks (except Amiga).

DOCUMENTATION: In program: operating instructions, student's instructions. In supplementary materials: pregame instructions (keyboarding), operating instructions, teacher's information, student's instructions, follow-up activities.

PREREQUISITES: None stated. Keyboard familiarity needed.

CONTENT AND STRUCTURE: Contains one disk and a 13-page User's Guide. There is a demonstration a student may choose to watch. This arcade-type game is based on typing letters or a word quickly before a Space Invasion occurs. Sound and color add to its "arcade game" look; feedback and reinforcement are immediate. There are 18 keyboard drills covering letters, symbols, and up to nine-letter words. The student chooses the numbered drill and words per minute (WPM), and reads a brief explanation of what that drill is about. At that point, the student may choose to continue, or choose another drill. During the drill, words shoot out from four corners and the object is to type them in before they blow up the Command Ship. Upon completing a drill, the student's WPM and errors made are given, and there is the option to quit or continue. Teacher or student may author original lessons of 40 words (Example: spelling words for the week). Adult supervision of elementary students is advisable to ensure proper finger placement. Sound may be turned off.

MANAGEMENT: None.

EVALUATION:

1. Recommended with little or no change. Excellent use of graphics and sound to create a game with multiple skill levels. Feedback and reinforcement are immediate. May be frustrating to young students. Without adequate supervision can become a hunt-and-peck arcade game. MicroSIFT Courseware Evaluation. Northwest Regional Educational Laboratory, June 1983.

2. Evaluation rating: Good. Gives practice in typing. An arcade approach encourages accuracy and speed. Computer Software Reviews. Office of Instructional Services, Hawaii Department of Education, March 1986.

MasterType (continued)

3. Recommemded 7 out of 10 (high). An exciting touch typing practice. For students who like video game format, the program is a useful supplement to more traditional typing instruction. Micro-Courseware Pro/file and Evaluation. EPIE and Consumer Union, EPIE Institute, 1983.

4. Unfavorable evaluation results. Computer Courseware Evaluations, Curriculum, 1/85 to 5/85. Alberta Education.

5. Rated "excellent." Superb diagrams. On-screen keyboard with moving outlines of hands to give hints about fingerings. Immediate feedback is given regarding speed and errors. Micro '85 Software Evaluations. Florida Center for Instructional Computing, 1985.

6. Recommended. Well-organized, highly motivational. Effective with young children who want to improve their typing skills. The Yellow Book of Computer Products for Education. National Education Association Education Computer Services, v.3, Spring 1986.

7. Favorable review. Improvements in this new version include instructional features of proper keyboard finger placement, timed exercises for finger practice as well as word and sentence practice, and repeats of speed and accuracy as the user moves from level to level. Booklist. V. 82, n. 7, December 1985, p. 588.

8. Rated 5 out of 5 (high). This is an excellent program for maintaining user interest. For those who are familiar with correct fingering, this is a valuable interesting program. Electronic Learning. V. 3, n. 6, March 1986, p. 85.

TITLE: MICROTYPE, the Wonderful World of Paws

PRODUCER: South-Western Publishing Co.

COST: 39.95

GRADE LEVEL: 3-6

HARDWARE: Apple II+ (with shift-key adapter)/IIe/IIc (Applesoft, DOS 3.3); Commodore 64; IBM PC (128K) (1.1, 2.0, or 2.1 DOS), color monitor, PCjr (128K), (BASIC, PC/DOS); TANDY 1000 (256K) (2.11 DOS). Printer (optional) for all the above.

PRODUCER POLICIES: Three-month warranty; hotline number provided (800/543-0453).

DOCUMENTATION: In program: student instructions. In supplementary materials: sample lesson outline, technique guide, and record keeping chart.

MICROTYPE, the Wonderful World of Paws (continued)

CONTENT AND STRUCTURE: Contains two disks and backups, a 15-page User's Guide, PAWS stickers, and a copy of a Certificate of Achievement. The program is at a 3-6 reading level. Each of the 18 lessons includes Review, New Keys, Build Speed, and PAW's Game/Run. It is recommended that students cover one lesson daily (about 20 minutes) and stresses that the teacher must supervise finger positions, although fingering is shown at the beginning of each lesson (graphic of fingers on a keyboard). Student may exit at any time, returning to a specific part of a lesson when resuming. A specific exercise may be repeated. A student must go through a rather lengthy introduction before the drill menu is shown. Instructions may be viewed. In the New Keys and in the PAWS game, the user can not continue until he or she hits the correct key. In PAW's Run, the other game, the cat frowns when an error is made. Upon finishing one line, the game shows the student's WPM, and also keeps scores of the number of games the player has won. Students may print their writing from Open Screen by using the simple print option. Sound may be turned off.

Additional Purchase: "Computer Keyboarding, An Elementary Course" is a 46-page "stand-alone" text covering the fundamentals of keyboarding in 32 twenty-minute lessons. Also included is a Teacher's Manual. Correlates lesson-by-lesson with MICROTYPE or may be used alone to teach keyboarding on typewriters.

MANAGEMENT: Students could be responsible for their own record keeping which may be recorded by hand on paper or printed at the conclusion of a lesson. The record shows what part of a lesson was completed, as well as a recommendation for what to do next. There is no class management.

Evaluation:

1. Rating: "good." Motivation is good with sound and visual rewards. One of the games rewards fast but inaccurate typing. Computer Software Review. Hawaii Department of Education, March 1986.

2. Favorable review. Any keyboard novice can learn from this program, but the limited number and variety of drills makes it most appropriate in the elementary grades. Paws' antics and activities delight and motivate young keyboarders. SLJ School Library Journal. v.32, n.8, April 1986, p. 49.

TITLE: Personalized Typing

PRODUCER: Aquarius People Materials

COST: 37.50

GRADE LEVEL: 4-12

HARDWARE: Apple II+/IIe/IIc (Applesoft, DOS 3.3); TRS-80.

Personalized Typing (continued)

PRODUCER POLICIES: Satisfaction or full credit; site licenses available.

CONTENT AND STRUCTURE: Contains program disk and backup. This program provides practice with basic typing skills. Students practice locating keys on the keyboard and typing letter groupings, words, and phrases. The drill lessons run at three speeds allowing students to increase from slow to fast as their knowledge of the keyboard increases. Random selection of the letters and letter groupings presented ensures a unique learning experience with each program use. (Publisher's Description)

EVALUATION:

1. Unfavorable evaluation results. Computer Courseware Evaluation, Curriculum, 1/83 to 5/85. Alberta Education.

TITLE: Stickybear Typing

PRODUCER: Weekly Reader Family Software

COST: Apple--39.95; Commodore--29.95

GRADE LEVEL: K-8

HARDWARE: Apple II/II+/IIc/IIe (Applesoft, DOS 3.3); Commodore 64. Color monitor optional.

PRODUCER POLICIES: 90-day warranty. Beyond warranty period, replacement or back-up, $10.00; copy protected.

DOCUMENTATION: In supplementary material: program operating instructions, reference information.

PREREQUISITES: None stated. Knowledge of keyboard fingering would be helpful.

CONTENT AND STRUCTURE: Stickybear Typing contains one disk, 16-page User's Guide, reference keyboard guide, poster, and some Stickybear stickers. There are three seperate games, each of which teach and reinforce typing skills. Each game is divided into 30 different levels detailed in the User's Guide. The 30th level teaches proper spacing between words, sentences, and paragraphs. The first game, "Stickybear Keypress," geared for keyboard mastery, displays a keyboard at the bottom of each screen which outlines the key to type and shows the correct finger position of the home keys. Beyond the first game, the program does not address keyboard finger positions. At the end of each level, a progress report shows the player's starting level, current level, WPM, errors, and corrected WPM. "Stickybear Thump," the second game, practices speed and accuracy. The object is to type a given phrase before a robot's tossed ball thumps Stickybear on the head. At the end of the game, a high score panel is shown in which five scores are shown--the top four scores, and where the student stands in relationship

Stickybear Typing (continued)

to them. The third game, "Stickybear Stories," practices typing for time and accuracy with a real text and use of the entire keyboard. Three and five-minute timings may be chosen. Text content is chosen from three categories: stories, riddles and jokes, or serious thinking. The program may run in a word processor or typewriter mode, and in an acccuracy mode or timed test. Eight functions (such as deleting sound, flashing letters, timing tests, and showing a keyboard with homerow finger positions) allow for other options. Color, animation, and sound are used effectively.

MANAGEMENT: The first and third games keep track of level reached and speed for 25 users. The second game records the high scores of the top four players.

EVALUATION:

1. Recommended. Creative Computing. V.11, n. 12, December 1985.

2. Recommended. An engaging way to reinforce touch typing skills, provided that a parent or a teacher is closely monitoring the student at the keyboard (for finger positions). Excellent use of color, animation and sound catch students' interest. The Yellow Book of Computer Products for Education. NEA Education Computer Service, v.3, Spring 1986.

3. Recommended only with changes. Program does not monitor when and if the student should proceed to the next level. In Level 1, child must type at 10 WPM or faster to succeed. Evaluations: Microware. Provincial Education Media Centre, v.4, n.2, October 1985.

4. Favorable review. One of Booklist's "Software's Greatest Hits 1985." Kids will gain keyboard mastery with this essential piece of software. Booklist. American Library Association, v.82, n.9, January 1, 1986. Review: Booklist. V. 82, n. 7, December 1985, p. 589.

TITLE: Success with Typing

PRODUCER: Scholastic

COST: 69.95

GRADE LEVEL: 6-12

HARDWARE: Apple IIe/IIc (64K); printer (optional).

PRODUCER POLICIES: 30-day free-trial; lab packs available.

DOCUMENTATION: In program: student's instructions. In supplementary materials: teacher's instructions, student activities, lesson plans, reference guide, and reproducible charts.

Success with Typing (continued)

CONTENT AND STRUCTURE: Contains two disks (both sides) with backups and an 80-page User's Guide. There are 18 lessons: 11 teach keys, divided into three sections: Learning New Keys, Practice Typing, Take a Challenge (testing for words per minute (WPM)); four are text exercises for speed amd accuracy; and two introduce word processing, database programs, plus letter formatting. Keyboard fingering and correct posture is shown on the program. At the end of each practice, errors are highlighted, WPM, and adjusted WPM appear on the screen. An advice function tells the student if he or she should repeat a lesson or go on to the next. Students work with sample business letters, memos, stories, and other personalized practice passages. There are 20 tests; others may be authored and then saved on a data disk. There is free typing space which gives students a WPM speed and accuracy score for any text they type into the computer. The User's Guide explains the teacher's role, lists of vocabulary found in drills, lesson and application suggestions, and extension activities. A reproducible practice keyboard is also included.

MANAGEMENT: Tracks student progress and individual lesson scores. A data disk may be created to author tests, or create a user list which records students' scores, which may be reviewed or printed.

TITLE: TNT--Typing for New Typists

PRODUCER: Grolier

COST: 54.95

GRADE LEVEL: 3-12

HARDWARE: Apple II+/IIe/IIc (48K); Commodore 64 (128K).

PRODUCER POLICIES: 30 day free trial.

CONTENT AND STRUCTURE: Contains a program disk, backup disk, and a User's Guide. The program consists of 30 different Tutorial Training Tasks and 30 practice paragraphs. Provides immediate keystroke feedback so students can make corrections right away. The User's Guide explains all the tasks and suggests entry point into the program. (Publisher's Description)

TITLE: Touch Typing

PRODUCER: Cove View Press

COST: 24.95

GRADE LEVEL: 5-12

Touch Typing (continued)

HARDWARE: TRS-80 Models I/II (BASIC).

DOCUMENTATION: In supplementary materials: student's instructions and information.

CONTENT AND STRUCTURE: One disk and one page of student's instructions and information. Lessons 1-18 develop proper touch and fingering of the keyboard by drilling with single letters, words, and sentences. Lesson 18 is a post-graduate exercise to race the computer on single letter practice to build speed and accuracy. Lessons are presented in a logical sequence of home row keys, extension keys, and entire keyboard. Exercises are in logical sequence from single letters to sentences. Lesson 18 allows student to set speed goals, and the opportunity for speed and accuracy drill with screen displaying the results (total letters typed as well as percentage of accuracy). Printed lesson overviews provide quick and easy reference for teachers and students.

EVALUATION:

1. Recommended only if certain changes were made. Limited documentation with no information for operating the computer or instructions of how to use the programs. Access to a particular lesson is difficult and frustrating. MicroSIFT Courseware Evaluation. Northwest Regional Educational Laboratory, June 1982.

TITLE: Type!

PRODUCER: Broderbund Software

COST: 44.95

GRADE LEVEL: 4-12 (est)

HARDWARE: Apple II series; Commodore 64/128K; IBM PC/PC,XT/PC,AT.

PRODUCER POLICIES: ten0-day free trial; back-up $10.00. 90-day free replacement; $7.50 after 90 days.

PREREQUISITES: None

CONTENT AND STRUCTURE: Teaches to type through orientation, excersises, and diagnostic drills. Uses real words and sentences, instead of random letter drills. Analyzes a user's performance right down to the letter or fingers and recommends the best exercise to continue with. Displays detailed graphs of users' performances, recommends customized exercises to improve speed and accuracy, saves daily results, and prints progress reports. An arcade game is included in the program. Includes User's Guide. (Publisher's Description)

MANAGEMENT: Displays detailed graphs of user's performances, saves daily results, and prints progress reports.

TITLE: Type to Learn: A New Approach to Keyboarding

PRODUCER: Sunburst

COST: 69.00

GRADE LEVEL: 2-Adult

HARDWARE: Apple II+/IIe/IIc (64K) (Applesoft, PRODOS).

PRODUCER POLICIES: Free 30-day preview; lifetime replacement warranty.

DOCUMENTATION: Teacher's Guide with complete program instructions and many teaching tips.

PREREQUISITES: None stated.

CONTENT AND STRUCTURE: Contains two disks and backups, and a teacher's guide. This self-contained keyboard course teaches two to three new keys per lesson, using an easy-to-understand, language-based format. The package includes lessons with primary or advanced vocabulary. Proper techniques are stresses. Features include a game option, speed practice section, word processor, student record-keeping system, teacher control of individual student accuracy and speed goals, and print capability. Since this program uses a language-based approach, students practice spelling, composition, grammer and punctuation as they type. The program is appropriate for a language arts or computer literacy curriculum. The teacher's guide provides step-by-step instructions for teaching proper techniques. The program is suitable for special education, and instructions for special education teachers are included in the guide. (Publisher's Description)

Additional Purchase: The Student Typing Textbook ($7.95) correlates to the lessons on the disk.

MANAGEMENT: An extensive student record-keeping system is included on the program.

TITLE: Type-Right

PRODUCER: Grolier Electronic Publishing, Inc.

COST: 39.95

GRADE LEVEL: 1-12

HARDWARE: Apple II/II+/IIe/IIc (64K0; IBM PC/PCjr

PRODUCER POLICIES: 30-day free trial

Type-Right (continued)

CONTENT AND STRUCTURE: Designed for students just learning to type and those needing to improve their typing skills. Type-Right is a unique typing program that encourages students to type by touch, looking at the screen, not the keyboard. It offers instant keystroke feed-back, allowing students to make immediate correction. Includes tasks ranging from beginning finger exercises to paragraph typing. Provides exercise at increasing levels of difficulty. Contains 30 different Tutorial Training Tasks and 30 practice paragraphs. Maintains student records on disk. Includes a comprehensive Resource Book which explains all tasks and suggests entry points into the program. (Publisher's Description)

TITLE: Typing

PRODUCER: Gamco Industries

COST: 39.95 plus 7.95 for textbook

GRADE LEVEL: 5-12

HARDWARE: Apple II+/IIe/IIc (Applesoft, DOS 3.3); Commodore 64; TRS-80.

PRODUCER POLICIES: None stated.

DOCUMENTATION: In program: student's instructions. In supplementary materials: teacher's information, student's instructions, sample program output.

PREREQUISITES: None stated. Knowledge of correct fingering necessary.

CONTENT AND STRUCTURE: Contains one disk and a 12-page User's Guide. The first five lessons are progressive, building on keys introduced in the previous lessons. When a student chooses Lesson 6, he or she may choose to practice (a series of blank screens) or to take a Speed Test (1, 3, or 5-minutes) which also may be reviewed. Speed tests may be corrected. Correct keyboard fingering is shown after a student chooses a level of practice (location drill, technique practice, or continuity practice). Upon completion, a progress report is shown (including number of drills correct on the first try). Scores are given in gross words per minute (GWPM) which does not take into account the accuracy of the typing which allows for nonsense words. In the teacher's guide, there is a formula for translating GWAM to words per minute (WPM). If a student passes 8 out of the 10 drills, he or she may play an arcade game. The program is in black and white, and keyboard fingering is not included.

MANAGEMENT: There are two sections of teacher management. Teacher Management enables a teacher to display, print, or delete up to 200 student files. Program Management enables the teacher to adjust the drills, such as the number of questions in a run, the sound, or the accessibility of the reward game (the teacher may deactivate the reward game or change the percentage to play).

Typing (continued)

EVALUATION:

1. Recommended only if certain changes were made. Major concern is that the typing speed is given in GWPM. MicroSIFT Courseware Evaluation. Northwest Regional Educational Laboratory, July 1985.

2. Rated: "average." The game is an excellent motivator for students not intrinsically reward for typing. Makes poor use of computer capabilities by requiring students to take typing tests from written material maintained off-disk. Micro '85 Software Evaluations. Florida Center for Instructional Computing, 1985.

3. Rated: "A." The Chime Newsletter. College of Education, Oklahoma State University, v.4, n.3, May/June 1986.

4. Unfavorable review. Doesn't follow the traditional sequence for teaching keyboarding skills. Phrasing and words are introduced in the guide book before students have learned all the necessary keys. Micro-Courseware Pro/File and Evaluations. EPIE and Consumers Union, EPIE Institute, 1984.

TITLE: Typing is a Ball, Charlie Brown

PRODUCER: Random House

COST: 39.95

GRADE LEVEL: K-3

HARDWARE: Apple II+/IIe/IIc (64K).

CONTENT AND STRUCTURE: Peanuts chartacters are used in this program which helps practice typing and develop word recognition. Three games, baseball, bowling, and basketball, may be played at student set speed and levels.

TITLE: Typing Keys to Computer Ease

PRODUCER: Academic Therapy Publications

COST: 25.00

GRADE LEVEL: 2-12

HARDWARE: Apple II+/IIe (48K).

PRODUCER POLICIES: 30-day warranty; back-up allowed.

Typing Keys to Computer Ease (continued)

DOCUMENTATION: In program: student's instructions. In supplementary materials: Teacher's instructions and reproducible charts.

CONTENT AND STRUCTURE: Contains one disk and an 11-page User's Guide. Students select their lesson by number; on program, there is no way to know what this lesson covers. A list of lesson outlines appears in the User's Guide. Each of the twenty black and white lessons includes warm-up drills, word drills, and review drills. At the beginning of each drill, the student has the option of reviewing the homekeys and/or reviewing new keys. The student types (soft sound included) a row of letters or words, and may not go on until the right letter is touched. The drill concludes by showing the accuracy rate. At the end of the lesson, accuracy rate for each of the three parts as well as overall accuracy rate, is reported. Based on the overall rate, the program suggests if the student should do the next lesson, repeat the current lesson or review the preceding lesson. The User's Guide emphasizes the teacher should be active in the introductory lesson (includes teaching suggestions for Lesson 1) and in the presentation of new keys; as well as in monitoring the instruction and guiding the student in progress review and self-evaluation.

MANAGEMENT: None in program; User's Guide contains a reproducible Self-Evaluation Chart in which students may monitor their typing progress.

TITLE: Typing Professor

PRODUCER: Commodore Computer Systems Division

COST: 19.95

GRADE LEVEL: 4-12

HARDWARE: Commodore 64 (128K).

CONTENT AND STRUCTURE: This is an instructional program which teaches the basics of touch typing. Because Typing Professor's nineteen practice exercises increase in difficulty, beginners, as well as those interested in improving their typing skills, benefit. (Publisher's Description)

EVALUATION:

1. Rating 4 out of 5 (high). Gives immediate feedback on errors, instructions are easily understood. There is a quick way to advance through program to level desired. Microcomputer Courseware Evaluation. Lane (Oregon) Education Service District, May 6, 1986.

TITLE: Typing Strategy

PRODUCER: Behavioral Engineering

COST: 29.95

GRADE LEVEL: 2-9

HARDWARE: Apple II/II+/IIe/IIc (Applesoft, DOS 3.3); IBM PC (1.1 and 2.0 DOS) and Commodore 64. Color monitor optional.

PRODUCER POLICIES: Replacement free upon initial receipt, otherwise $7.00.

DOCUMENTATION: In program: student's instructions, student program output. In support materials: teacher's information, operating instructions, instructional objectives, student's instructions, resource reference information.

CONTENT AND STRUCTURE: Contains one disk and a eight-page User's Guide. Designed to give the student a working knowledge of the keyboard, leading to full keyboard competency (80-120 WPM with 95% accuracy). Each lesson starts by ensuring proper positioning of the hands over home row by using animated hands and keyboard. The keyboard, displayed in the lower third of the screen, lights up the key to be struck. Students practice by typing sentences. The student determines his or her WPM goal (optional) and level--either beginning or advanced. The beginning level teaches homekeys, and basic fingering. Accuracy percentage, WPM, and adjusted score follow each drill. If too many errors are made, the student is taken to a beginning drill menu. Occasionally, the user cannot move from one section to another until the prior section is completed with 100% accuracy. The advanced level includes practice typing, play typing games, speed testing, and two arcade-type games. In "Drag Race," the student types a sentence in competition with two cars. The student competes against a bomb in the second game, "Time Bomb." If the student so chooses, the computer will determine his or her typing competency and select the appropriate lesson. Another option is "Author" in which teachers and students can enter their own list of words they wish to practice. The sound may be turned off. Producer recommends teacher guidance for elementary students.

MANAGEMENT: None.

EVALUATION:

1. Unfavorable evaluation results. Computer Courseware Evaluations, Curriculum, 1/83 to 5/85. Alberta Education.

2. Recommend use only if certain changes are made. Excellent for learning the position of keys and correct fingering. Instructions are inadequate. MicroSIFT Courseware Evaluation. Northwest Regional Educational Laboratory, August 1984.

Typing Strategy (continued)

3. Rated 6 out of 10 (high). The beginning level lacks both a clearly sequenced introduction to all of the keys and practice of letters in combination. The Advanced Level is well-designed to build speed and accuracy. The keyboard graphic is not very easy to read in black and white. Micro-Courseware Pro/File and Evaluation. EPIE and Consumers Union, EPIE Institute, 1984.

4. Rating: "good." Overall a good, effective program. Occasionally the user cannot move from one section to another until the prior section is completed with 100% proficiency. Micro '85 Software Evaluation. Florida Center for Instructional Computing, 1985.

5. Rated 4 out of 5 (high). This program is somewhat unique in that correct finger and keystroke are presented graphically on the screen. Electronic Learning. V. 3, n. 6, March 1984, p. 84.

TITLE: Typing Teacher

PRODUCER: Instant Software Inc.

COST: 17.95

HARDWARE: TRS-80

PRODUCER POLICIES: 30-day warranty; $5.00 replacement cost.

CONTENT AND STRUCTURE: A seven-part tutorial allows students to advance at their own speed, providing plenty of space for practice without wasting paper. Onscreen displays keep eyes up and away from the keyboard to develop proper technique. Keyboard graphics are displayed. (Publisher's Description)

EVALUATION:

1. Rating 2 out of 10 (high). Seriously limited by its inability to practice the use of the shift key, by its inattention to building speed along with accuracy, and by its failure to recycle characters that cause student difficulty. It has no motivating features and would be particularly unappealing to children. It is a dull, incomplete drill. Micro-Courseware Pro/File and Evaluation. EPIE and Consumers Union, EPIE Institute, 1983.

TITLE: Typing Teacher II

PRODUCER: Comput-Tations

COST: 14.95

GRADE LEVEL: Est 3-12

HARDWARE: Apple II; Atari 800.

PRODUCER POLICIES: Backup disk $10 with initial purchase or upon return of damaged/defective disk.

CONTENT AND STRUCTURE: Typing Teacher is a hands-on educational program which utilizes behavioral learning principles to teach anyone to master the typewriter or keyboard. Written by a behavorial psychologist, the program concentrates on drill, practice, and reinforced learning through eight phases of instructions. In each of the eight phases or practice levels, there are ten exercises to be completed at the student's own pace. The screen displays the relevant keyboard positions and identifies finger placement. The student is asked to successfully type four repetitions of each of ten exercises. (Publisher's Description)

TITLE: Typing Tutor and Word Invaders

PRODUCER: Academy Software

COST: 19.95

GRADE LEVEL: 3-12

HARDWARE: Apple IIe/IIc; IBM PC/PC-XT/PC-AT/PCjr (64K) (PC DOS); Atari 400/800/600 XL-1200XL (48K).

CONTENT AND STRUCTURE: Starts with easy "home keys" and gradually introduces new keys as your skills develop. Word Invaders makes touch typing practice fun. Blast the invading words out of the sky before they destroy your base. Varying levels of difficulty match the letters you have learned with Typing Tutor. (Publisher's Description)

EVALUATION:

1. Rating 8 out of 10 (high). An excellent program for learning and practicing touch typing. Both activities have various levels of difficulty and the higher levels review prior material. Micro-Courseware Pro/File and Evaluation. EPIE and Consumers Union, EPIE Institute, 1984.

TITLE: Typing Tutor III

PRODUCER: Simon and Schuster, Inc.

COST: 49.95

GRADE LEVEL: 4-12

HARDWARE: Apple II/II+/IIe (48K) (Applesoft, DOS 3.3); IBM PC; Commodore 64. Color monitor recommended.

EVALUATION:

1. Recommended. Built-in incentive in that it lists the letters in the slow lane and as the student gets up to speed, moves the letters to the fast lane. Students like this program. Software Buyer's Guide. Region X, Adult Education Consortium Software Project, April 1, 1986.

2. Recommended. For supplementary and remedial use in the classroom. Students find the instruction to be clear and the game to be challenging and fun. Intended to be self-teaching. The Yellow Book of Computer Products for Education. NEA Education Computer Service, v.3, Spring 1986.

TITLE: Typing Well

PRODUCER: Learning Well

COST: 49.95

GRADE LEVEL: 3-12

HARDWARE: Apple II/II+/IIe/IIc; color monitor desirable, printer optional.

PRODUCER POLICIES: 60-day free replacement; $10 if replaced up to 1 year of purchase.

DOCUMENTATION: In program: student's instructions. In supplementary activities: objectives, teacher's instructions.

CONTENT AND STRUCTURE: Contains one disk and a 23-page User's Guide. Each new student is introduced to homekeys and space bar with First Lesson, which may be bypassed on subsequential lessons. As a student goes through the lessons, the speed cut-off is raised by 1 WPM until it reaches 30 WPM. After all the characters in a sequence have been introduced, Lesson Plan personalizes the drills by selecting the four characters with the lowest average speed. There are six arcade-type drills: "Letter Bomb," "Alpha-Pong," "Draw a Picture," "Maze Muncher," "Quick-Draw," and "No-Frill Drill." "Quick-Draw," in which the sheriff (in the white hat) shoots the Keyboard Kid (in the black hat), may be removed from the main menu. The "No-Frill Drill" allows the student to

Typing Well (continued)

practice typing without games. It presents a row of letters to be typed. Students may also select: Your Scores, Game Speed (allows the student to change the speed), Key Fingers (shows the propers finger positions), Sentences, First Lesson, or to End (which saves scores) from the main menu. Both drill and sentence reports are presented. The student is responsible for saving the information for his or her personal file. Suggestions for post-keyboarding are also presented.

MANAGEMENT: Accessed by a password, up to 30 files may be created on the disk. Other data disks may be prepared (each to hold 30 students). Files for individual students may be printed. Other options allow a teacher to write or rewrite original sentence exercises; change the lesson difficulty (which is preset at normal) to easy (recommended for young learners).

TITLE: Warrior Words

PRODUCER: Micrograms, Inc.

COST: 16.95

GRADE LEVEL: 4-12

HARDWARE: Commodore 64

CONTENT AND STRUCTURE: Seven rows of words descend toward the city. By correctly typing a word and pressing the space bar, the word is erased. The object is to clear consecutive screens of words in an attempt to save the city. A skill level controlling the difficulty of the words and the speed of their advance may be selected. Players may score bonus points for flashing words, but must be continually on the alert against blitz attacks. Warrior Words is an opportunity to improve spelling, typing, and familiarity with the keyboard. (Publisher's Description)

TITLE: WizType

PRODUCER: Sierra On-Line Inc.

COST: 34.95

GRADE LEVEL: 3-12

HARDWARE: Apple II+/IIc/IIe (48K) (Applesoft, DOS 3.3); Atari 400/800/1200 (48K) (DOS); Commodore 64/128; IBM PC/PCjr (128K) (PC-DOS); Tandy 1000. Color monitor recommended.

WizType (continued)

PRODUCER POLICIES: 90-day warranty; $5 replacement after warranty. Copy protected.

DOCUMENTATION: In supplementary materials: program description, operating instructions.

CONTENT AND STRUCTURE: Contains one disk, a six-page User's Guide, and a reference card. This program accommodates either the Qwerty or Dvorak keyboard. There are 20 levels containing 20 character groups of each mode: game, drill, practice and word. "Create Your Own Lesson" and "Paragraphs" are two additional modes. "The Wizard of Id" and "Spirit" cartoon characters are used in each; it's more fun with a color monitor. The number of words and words per minute are shown at the bottom of the screen, plus bonus points may be assigned. In "Practice," nonsense words are zapped. "Drill and Word" involves typing groups of letters; the student adjusts the speed. If a student types too slowly in the Game, the Spirit evolves into a dragon, eventually reducing the Wiz to a pile of ashes. A student or teacher may create his or her own word lists to use in practice session in "Create Your Own Lesson." In the Paragraph mode, students practice typing existing paragraphs, and have the option to have the Court Jester pace their typing according to the speed goal they have set. Other paragraphs may be authored. Four functions are provided, including turning the sound off.

MANAGEMENT: None.

PRODUCER CONTACT INFORMATION

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San Rafael, California 94912

Advanced Learning Systems
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Eugene, Oregon 97405

Alkazar Associates
2638 South Lynn Street
Arlington, Virginia 22202

American Peripherals
141 Cortland Street
Lindenhurst, New York 11757

Aquarius People Materials
PO Box 128
Indian Rock Beach, Florida 33535

BS Software
1024 Bainbridge Place
Columbus, Ohio 43228

Barron Enterprises
714 Willow Glen Road
Santa Barbara, California 93105

Basics & Beyond
Pinesbridge Road, Box 10
Amawalk, New York 10501

Batteries Included
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Irving, California 92714

Behavioral Engineering
230 Mt. Hermon Road, Suite 207
Scotts Valley, California 95066

Bluebird's Computer Software
PO Box 339
Wyandotte, Michigan 48192

Bob Baker Software
3668 Halter Court
Sacramento, California 95821

Broderbund Software, Inc.
17 Paul Drive
San Rafael, California 94903

Commodore Business Machines, Inc.
1200 Wilson Drive
West Chester, Pennsylvania 19380

Compu-Tations
PO Box 502
Troy, Michigan 48099

Control Data
Academic Education HQ8026
PO Box 0
Minneapolis, Minnesota 55440

Cove View Press
PO Box 810
Arcata, California 95521

Daggett Computer Services
PO Box 11394
Eugene, Oregon 97440

E. David and Associates
22 Russett Lane
Storrs, Connecticut 06268

Digital Marketing Corp.
2363 Boulevard Circle
Walnut Creek, California 94595

EBSCO Curriculum Materials
Box 486
Birmingham, Alabama 35202

Educational Activities, Inc.
PO Box 392
Freeport, New York 11520

Frank Harris
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Vancouver, British Columbia V5K 4W6

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1132 Via Jose
San Jose, California 95120

Gamco Industries, Inc.
Box 1911
Big Springs, Texas 97920

Grolier Electronic Publishing
Sherman Turnpike
Danbury, Connecticut 06816

Humanities Software
19723 South Katherine Court
Carritos, California 90701

IBM
PO Box 1329
Boca Raton, Florida 33432

Individual Software, Inc.
11631 Chess Drive
Foster City, California 94404

Instant Software
Route 202 North
Peterborough, New Hampshire 03458

Instructional/Communications Tech.
10 Stepar Place
Huntington Station, New York 11746

Keyboard Productivity, Inc.
Park Place
6035 Bristol Parkway
Culver City, California 90236

Learning Well
200 South Service Road
Roslyn Heights, New York 11577

McGraw-Hill Book Company/
Gregg Division
1221 Avenue of the Americas
New York, New York 10020

MECC
3490 Lexington Avenue North
Lauderdale, Minnesota 55112

Media Materials Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Merit Audio Visual
PO Box 392
New York, New York 10024

Micrograms
PO Box 2146
Loves Park, Illinois 61330

Mindscape, Inc.
3444 Dundee Road
Northbrook, Illinois 60062

Palantir Software
12777 Jones Road, Suite 100
Houston, Texas 77070

Power Up!
2929 Campus Drive
San Mateo, California 94403

Press A Software
PO Box 364
Jerome, Arizona 86331

Random House School Division
201 East 50th Street
New York, New York 10022

Right On Programs
27 Bowdon Road
Greenlawn, New York 11740

Scarborough Systems, Inc.
55 South Broadway
Tarrytown, New York 10591

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730 Broadway
New York, New York 10003

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New York, New York 10020

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5101 Madison Road
Cincinnati, Ohio 45227

Spinnaker Software
215 First Street
Cambridge, Massachusetts 02142

Sunburst Communications
39 Washington Avenue, Room EA
Pleasantville, New York 10570

Teacher Support Software
502 NW 75th Street, Suite 380
Gainesville, Florida 32601

Trillium Software
Box 921, Madison Square Station
New York, New York 10159

Weekly Reader Family Software (Xerox)
245 Long Hill Road
Middleton, Connecticut 06457

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